

RECREATION SUPERINTENDENT

DEFINITION

Under general direction, manage the operations and activities of the Recreation Division of the Community Services and Facilities Department, including but not limited to recreation programming and facility rentals; and to provide highly complex staff assistance to the Director of Community Services and Facilities and others, and to perform related work as required.

CLASS CHARACTERISTICS

This is a single-position classification. The incumbent reports to the Director of Community Services and Facilities and has responsibility for providing daily supervision to Recreation Division staff.

EXAMPLES OF DUTIES (Illustrative Only)

- Plans, organizes and supervises the activities of technical and clerical staff in the Recreation division
- Manages all services and activities of the Recreation Division which may include youth and adult sports activities, contract classes, park and playground programs, youth, teen and senior programs, before and after school childcare programs, aquatics and special events
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors work load and staffing, identifies opportunities for improvement and coordinates the implementation of changes
- Participates in the development and administration of the department budget; researches and determines program fees, and organizes fundraising activities and other budget related needs
- Approves contracts for facility use; accepts usage fees and ensures proper accounting of funds
- Receives and responds to public inquiries, requests for assistance and complaints regarding division projects and other City activities; explains, justifies and defends division programs, policies and activities; resolves sensitive and controversial issues within City and department guidelines
- Interprets and applies provisions of laws, rules and regulations related to division matters
- Develops policies, procedures, standards and ordinances to ensure compliance with applicable laws and regulations
- Interprets and advises staff on applicable laws, regulations, policies and procedures
- Coordinates Recreation division activities with other divisions, departments, governmental agencies and outside organizations as appropriate
- Trains employees in work procedures, standards and safety practices, and reviews work in progress or upon completion for compliance with standards
- Interviews and recommends selection of job applicants, appraises employee performance,

conducts informal counseling on work issues, prepares documentation and improvement plans for deficiencies, and recommends disciplinary action

- Reviews and approves employee work schedules, overtime, vacation, sick leave and time cards
- Conducts staff and safety meetings
- Participates in Community Services and Facilities management meetings and works with managers and staff to resolve policy, procedural or operational issues
- Prepares and maintains a variety of records, reports and correspondence related to division activities
- Attends and/or makes presentations at council, interagency, committee, and other meetings and conferences
- Acts on behalf of the Director when needed

QUALIFICATIONS

Knowledge of

- Operational characteristics, services and activities of recreational, cultural and community services programs
- Principles and practices of program development and administration
- Recent developments, current literature and sources of information related to recreational, cultural and community services programs
- Administrative principles and methods, including goal setting, program and budget development and implementation, personnel management and supervision
- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs
- Pertinent federal, state and local rules, regulations and laws

Skill in

- Planning, organizing, supervising, reviewing and evaluating the activities of program areas within the Recreation division
- Selecting, training, motivating and evaluating staff
- Identifying and responding to community and City Council issues, concerns, and needs
- Developing, implementing, and interpreting goals, objectives, policies, procedures, and work standards for providing effective and responsive recreational, cultural and community services programs
- Researching, analyzing, and evaluating new service delivery methods, procedures and techniques
- Coordinating division activities with other City departments and agencies as required
- Analyzing complex problems, evaluating alternatives, and making sound recommendations related to division activities
- Preparing and administering a departmental budget
- Establishing and maintaining effective working relationships with those contacted in the course of the work

- Using computer technology and applications in the performance of daily activities
- Preparing and presenting clear, concise and logical written and oral reports

A typical way of gaining the knowledge and skills outlined above is:

- Equivalent to a Bachelor's degree with major course work in recreation administration, leisure studies, physical education or a closely related field AND five years of increasingly responsible, recent experience in the development and administration of broad-based recreation and community programs, including two years of experience supervising full time staff.

LICENSES AND CERTIFICATES

Possession of a valid California driver's license.

PHYSICAL DEMANDS

Mobility to work in a standard office environment, use standard office equipment and attend off-site meetings. Incumbents will travel to and participate in various meetings, programs and events throughout the city, which may involve exposure to traffic and weather conditions. On an intermittent basis, sit at a desk for long periods of time; intermittently walk, stand, bend, squat, twist and reach while performing office and shop duties; lift light to moderately heavy weights; operate a motor vehicle. Manual dexterity to use standard office equipment and supplies and to manipulate both single sheets of paper and large document holders (binders, manuals, etc.); vision to read handwritten and printed materials and a computer screen; hearing and speech to communicate in person and by telephone.

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This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents may be required to follow any other instructions and to perform any other related duties as may be required by their supervisor.